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UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington

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OFFICE OF INFORMATION
MEMORANDUM 38

BUDGET AND FINANCE
CIRCULAR 825, SUPPLEMENT 1

Payment for Printed and Processed Materials

Recently brought to our attention was a circular letter dated February 1, 1947, sent out by the manager of the Seattle Field Service office of the Government Printing Office, to all Federal agencies in the states of Washington, Oregon, Montana, and Idaho, and in Alaska. The letter stated that the GPO Seattle office is available "to handle your printing, duplicating, and distribution requirements" (underscoring added). It was further pointed out that "You are authorized to use Salaries and Expenses (contractual services) (07) money in buying from us instead of Printing and Binding (06) money."

If the facilities of this or other field plants of GPO are used by agencies of the Department, the requisitions and vouchers should clearly show that the service is for mimeograph, multilith or other processed work, and is chargeable to (07) contractual services.

There has been no change in laws or regulations applicable to printing which would authorize payment for materials classified as printing and binding, from other than funds available for printing and binding.

Administrative and certifying officers will continue to be guided by Department policies and applicable regulations in incurring obligations for duplicated or processed materials.

This circular should be called to the attention of all field employees who authorize printing and duplicating services and who certify vouchers for such services.

Keith Hinebaugh

Director of Information

W. A. Jung

Director of Finance

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